

Coverage	MEDICAL INSURANCE CIGNA HMO	MEDICAL INSURANCE CIGNA PPO	DENTAL INSURANCE
Employee FT	\$ 0.00	\$ 0.00	\$ 0.00
Spouse	\$135.04	\$176.46	\$ 14.65
Children	\$132.40	\$173.00	\$ 27.41
Family	\$268.77	\$351.19	\$ 39.31

ly little work experience and even less by way of supervisory or management skills may be required to assume positions of responsibility. The organization will need to provide such supervisors and managers the technical skills that may be needed to provide technical leadership for the work group. The organization must also be willing to provide the managerial and supervisory skill sets which young and inexperienced supervisors and managers will not be able to acquire in any other way.

### EDUCATION, EXPERIENCE, KNOWLEDGE, ABILITIES, AND SCREENING

Graduation from an accredited four-year college with a degree in business, public administration, engineering, or finance is required. A master's degree in business or public administration or finance is preferred. Eight to ten years of experience in a position requiring administrative or supervisory capabilities are required. Five of those years must have been in progressively responsible municipal government positions.

Experience in a high growth community in a major metropolitan area will be seen as most relevant to the needs of Frisco at this point in time. A strong background in economic development and land use planning coupled with an understanding of the implications of those issues for tax rates will be very attractive.

Candidates must possess considerable knowledge of general management principles and practices. Applicants must have knowledge of accepted personnel practices, procedures, and policies, and City, State, and Federal laws applicable to personnel and other municipal government related activities. Candidates must demonstrate considerable skill and sensitivity in effectively communicating with people of diverse cultural and educational

backgrounds, including appointed and elected officials and employees. Expertise in negotiation and coordination is also required.

Satisfactory evaluation of a police records check is required as is passing of a pre-employment drug screen.

### MANAGEMENT STYLE

One of the key characteristics of the Deputy City Manager must be superior analytical ability. The Deputy City Manager must be able to analyze complex information quickly and accurately in order to be able to make timely and practical recommendations about the course that economic development and land development decisions should take.

The Deputy City Manager must have outstanding employee communications skills. The front line employees of the City will want to have the opportunity to meet the Deputy City Manager and to express their views. The best candidate will be able to listen effectively to employees. The Deputy City Manager must also be able to effectively communicate Council policy and the City Manager's interpretation of that policy. In short, the Deputy City Manager must be very clear in communicating with employees about the level of performance that is expected from their departments and divisions and from them as individuals.

The Deputy City manager must believe strongly in teamwork. The Deputy City Manager should invite City staff to contribute to the definition of prob-

lems and issues and to the identification of alternative solutions. In general, there is no need for micro-management or an authoritarian approach. Delegation and participation are likely to produce the best results in the context of the existing organizational culture.

### COMPENSATION AND BENEFITS

The City Manager is willing to consider base compensation in the range from \$115,000 to \$130,000. The starting salary is negotiable within this range depending on the experience and qualifications of the individual selected. The City of Frisco provides excellent benefits, including retirement, vacation, health and life insurance, and deferred compensation. Additional benefits may be available, subject to negotiation. The City Manager will give the Deputy City Manager an annual performance evaluation and merit consideration.

**HEALTH INSURANCE.** The City of Frisco provides Medical and Dental insurance for full-time employees. The current provider is Cigna Insurance Company. The City pays 100% of the cost for full-time employees. The City picks up 30% of the cost if the employee chooses to insure dependents (see chart for monthly costs). Medical and Dental Insurance coverage begins on the employee's date of hire.

**RETIREE INSURANCE.** The City of Frisco offers insurance to employees after they retire from the City. Retirees must have been employed by the City for five years and have officially retired

Coverage	Superior Vision Plan Rates
Employee Only	\$ 9.86
Employee & Spouse	\$ 21.20
Employee & Children	\$ 15.98
Employee & Family	\$ 29.10

from TMRS. Retirees will pay 100% of insurance premiums for themselves and their dependents.

### SUPERIOR VISION PLAN

The City of Frisco also provides vision benefits through Superior Vision Plan. Employees pay the full premium for the benefits that include: \$15.00 co-pay for an eye exam once every 12 months. \$15 co-pay for materials including new lenses every 12 months and new frames once every 24 months. \$100 paid toward cosmetic contact lenses (in lieu of eyeglass lenses and frames). The monthly rates are shown in chart form.

**FLEXIBLE BENEFITS PLAN.** The Section 125 Flexible Benefits Plan helps employees save money for medical and/or dependent care expenses. This benefit allows employees to deduct money from their paychecks on a pre-tax basis for the following expenses:

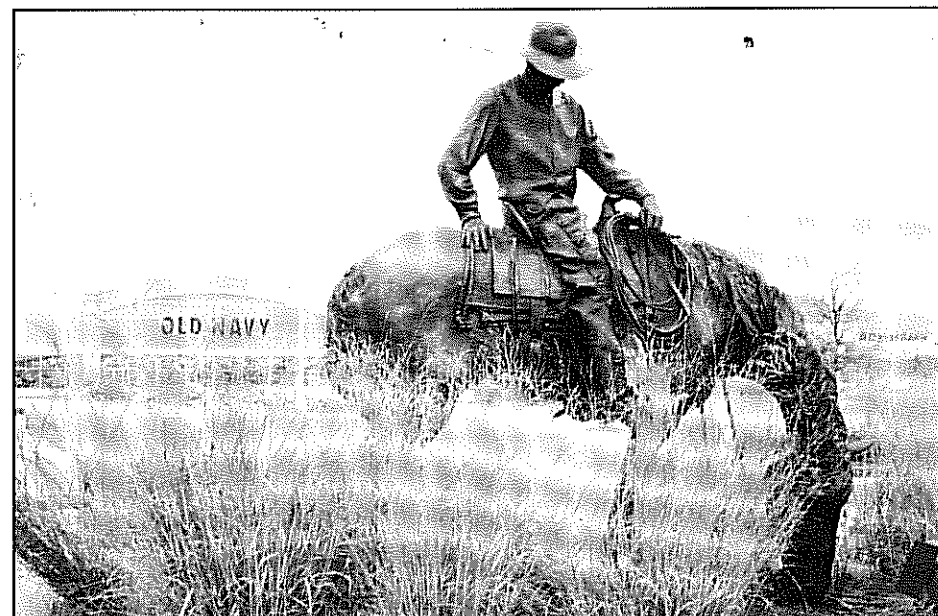
- \* Premiums paid for medical and dental insurance for dependents
- \* Premiums paid for vision insurance for employee and dependents
- \* Qualified out-of-pocket healthcare expenses that are not covered by the insurance (i.e. prescription and office visit co-pays, lab fees, glasses, contacts, dental services)

\* Dependent care costs paid to day care and elder care providers

By electing this benefit, employees are choosing tax-free benefits, as the cost of these benefits is deducted before taxes. Flexible Benefit Group (FBG) will administer this benefit plan.

**LIFE INSURANCE.** The City of Frisco pays for a \$25,000 life insurance policy for all full-time employees. In addition, as part of the benefits of the Texas Municipal Retirement System, the City has elected to include Supplemental Death Benefits which pay the employee's designated beneficiary approximately the employee's current annual salary should the employee die while employed by the City of Frisco.

**LONG-TERM DISABILITY INSURANCE.** The City of Frisco pays for a Long-term Disability plan for all full-time employees. The benefit percentage is 60% of the employee's prior monthly salary. The elimination period



is 90 days of disability due to the same or related sickness or injury, which must be accumulated within a 180-day period.

### RETIREMENT.

**Texas Municipal Retirement System (TMRS).** The City participates in the Texas Municipal Retirement System (TMRS). TMRS is a qualified tax deferred retirement plan. All employees are automatically enrolled as a member of TMRS when they begin working full-time. The employee will have 7% deducted from each paycheck pre-tax, and the City matches the employee contributions on a 2 to 1 basis. The employee is vested in TMRS after 5 years of earned service credit. Employees are eligible to retire when they are vested and are at least age 60 or if they have 25 years of service credit at any age.

**Deferred Compensation.** The City also makes available a 457 Deferred Compensation Plan through ICMA and VALIC for employees who want to defer additional pre-tax money for retirement. Employees may enroll in deferred compensation at any time.

**PAID LEAVE.** Full time employees are eligible for paid leave benefits in accordance with the City Administrative Directive as follows: **Holidays:** 8 holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day). **Vacation:** 15 days per year during the first ten years of

employment and 18 days per year after ten years of employment. All employees are eligible for use of vacation after 6 months of employment. **Sick Leave:** 12 days per year, eligible for use after 1 month of employment.

**DIRECT DEPOSIT.** Employees may choose to have their paychecks deposited directly into their checking or savings account(s). With direct deposit the employee avoids the hassles of finding time to get to the bank on payday. Employees also have the option of splitting their paychecks among different banks and/or accounts.

**TUITION REIMBURSEMENT:** All full-time employees are eligible for tuition reimbursement after successful completion of their probationary period. The City will reimburse 100% of state rate tuition & fees. Employees must make a grade C or better for an Associates or Bachelors degree and a grade B or better for a Masters degree in order to receive reimbursement.

### OTHER PROGRAMS AVAILABLE.

**Free Checking:** City of Frisco employees are eligible for free checking with Community Credit Union and Legacy Bank. **Supplemental Insurance:** Optional supplemental insurance programs are available for interested employees through AFLAC. Four programs are available: (1) Disability coverage, (2) Cancer coverage (3) Hospital Income coverage and (4) Intensive Care coverage.